

# HARFORD COUNTY GOVERNMENT DEPARTMENT OF PROCUREMENT 220 SOUTH MAIN STREET BEL AIR, MARYLAND 21014

#### **RULES FOR PREQUALIFICATION OF CONTRACTORS**

**Preserving Harford's Past; Promoting Harford's Future** 

**EFFECTIVE December 4, 2012** 

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#### DEPARTMENT OF PROCUREMENT HARFORD COUNTY GOVERNMENT BEL AIR, MARYLAND

#### RULES FOR PREQUALIFICATION OF CONTRACTORS

#### 1. CONTRACTORS PREQUALIFICATION COMMITTEE

#### 1.1 Organization

- 1.1.1. A Contractors Prequalification Committee ("Committee") consists of representatives from the Department of Public Works, Procurement and a representative from the requiring agency where appropriate.
- 1.1.2 Whenever necessary, the Committee shall be assisted by an appropriate staff consisting of the Departments of Law and Treasury.

#### 1.2 Duties

- 1.2.1 The Committee shall review applications for prequalification for capital projects in excess of one hundred thousand dollars (\$100,000.00).
- 1.2.2 Special Prequalifications

If a project requires unique qualifications or if the project cost exceeds \$1,000,000, a special prequalification may be required.

1.2.3 The Committee shall administer all matters relating to the prequalification.

#### 2. REQUIREMENTS FOR PREQUALIFICATION

#### 2.1 General

2.1.1 All General Contractors intending to bid on any construction projects in excess of one hundred thousand dollars (\$100,000.00) must establish proof of their qualification on a bi-annual basis.

#### 2.2 Specific

- 2.2.1 A General Contractor applying for Prequalification must:
  - A. Possess sufficient capital to perform the specified work.
  - B. Have available sufficient and appropriate equipment to perform the specified work.
  - C. Be performing satisfactorily on current and recent prior Harford County projects.
  - D. Have verifiable satisfactory work experience.
  - E. For prequalification purposes the County will consider only relevant experience in the capacity of prime contractor.

#### 3. PROCEDURE FOR PREQUALIFICATION OF CONTRACTORS

#### 3.1 Written Applications

- 3.1.1 General Contractors desiring prequalification shall submit a notarized application. Only originals will be accepted; faxes are not acceptable. The application must contain the following:
  - A. Specific classifications of work;
  - B. Contractor's Qualification Questionnaire

#### 3.2 Financial Statement

- 3.2.1 A Financial Statement is not required at the time of application but the County reserves the right to request on at any time to review the financial stability of a firm.
- 3.2.2 Harford County reserves the right to acquire a Dun and Bradstreet report to assist in analysis of this application.

#### 3.3 Contractor's Rating

3.3.1 All Contractors are evaluated by the Prequalification Committee and are given a rating from 0-100 points.

3.3.2 Contractors failing to achieve a rating of 70 will not be awarded a Certificate of Prequalification.

#### 3.4 Qualification Limit

3.4.1 A Qualified Limit will be established by the Committee, based on contract amount listed on the reference sheets.

### 4. PROCESSING APPLICATIONS AND REVIEW BY THE PREQUALIFICATION COMMITTEE

#### 4.1 Where and When to File

- 4.1.1 It is the responsibility of the Contractor to contact the Department of Procurement at 410-638-3550 to request a Pregualification Application.
- 4.1.2 An application for prequalification must be filed in the:

Department of Procurement Harford County Government 220 South Main Street Bel Air, Maryland 21014

- 4.1.3 Prequalification is required bi-annually and is valid through the end of the 24<sup>th</sup> month following issuance.
- 4.1.4 In order to be prequalified for a specific project, application must be filed a minimum of ten (10) business days before the **original** bid opening date.
- 4.1.5 For projects deemed special in nature, the Director of Procurement reserves the right to establish a prequalification procedure outside of this general process.

#### 4.2 Appeal Procedures

- 4.2.1 Applicants who have not been prequalified, or are dissatisfied with a limit or with work classifications received will have five (5) business days in which to submit in writing, with supporting documentation, reasons as to why the Committee should change its position. After appropriate review, the Committee will inform the Application in writing as to it's' decision.
- 4.2.2 Upon notification from the Committee, any applicant who is still aggrieved by the Committee's decision may request, in writing, a conference with the Committee. The time limit for requesting such a conference shall be five (5) business days following receipt by the applicant of the Committee's decision regarding the supporting documentation submitted by the applicant.
- 4.2.3 Following such conference, the Committee shall make a determination on the issue in question and notify the applicant in writing of its finding. Should the applicant still wish to pursue an appeal, a formal appeal must be submitted to the Director of Procurement. The time limit for submitting an appeal shall be five (5) business days following receipt by the applicant of the Committee's findings. The Director of Procurement will then notify the applicant as to what steps to follow to pursue such an appeal. Upon conclusion of the appeal process, the Director of Procurement will issue a final ruling. The Director of Procurement's decision, with respect to the appeal, shall be final.
- 4.2.4 At any item during the appeal procedure outlined herein, the time limits identified for submitting material and/or filing an appeal shall be strictly enforced with no deviations permitted. Non-compliance with these time limits will terminate the appeal process.

#### 4.3 Certificate of Prequalification

4.3.1 On recommendation by the Committee, the Director of Procurement shall issue a Certificate of Prequalification.

#### 4.4 New Applications

4.4.1 Any Contractor who has been refused prequalification may file a new application six (6) months following the appeal process.

#### 5. DISQUALIFICATION OF CONTRACTORS DEBARMENT STATUS

By submitting an application, the Applicant certifies that neither it nor any affiliated entity is currently debarred from submitting bids, or has otherwise agreed not to submit bids on contracts with any government or business entity. If the applicant experiences a material change in its debarment status after the Prequalification Application is submitted, and prior to an award a contract, the applicant shall notify the County of the change in writing at the time the change occurs. If at any time during the evaluation process the applicant is issued a debarment judgment, this will be considered grounds for automatic disqualification.

#### 5.1 Notification of Contractor

5.1.1 Once issued, a Certificate shall be valid until its expiration date unless it is suspended or revoked for cause. In such cases, the Contractor shall be notified in writing of the proposed action to be taken and given an opportunity to appeal such action.

#### 5.2 Cause for Revocation or Suspension

- 5.2.1 The following acts shall be considered grounds for revocation of a Certificate.
  - A. Submission of falsified information.
  - B. Failure to submit additional requested financial information.
  - C. Failure to perform satisfactorily or to comply with requirements of current or recent prior Harford County contracts.
  - D. Failure to secure bonding.
  - E. Failure to comply with applicable Federal, State, and Local Laws, Executive Orders and Rules.
  - F. Defaulting on Contract(s) in this or other jurisdictions.
- 5.2.2 Grounds for revocation or suspension shall also be grounds for refusal of an original or renewal certificate.
- 5.2.3 Length of suspension or revocation of prequalification and conditions for reinstatement of prequalification will be stated at such time action is taken.

#### 6. AMENDMENTS TO RULES

#### 6.1 Authority

6.1.1 These <u>Rules for Prequalification of Contractors</u> are effective as of August 15, 2010, and are subject to amendment at any time by the Director of Procurement.

Director

Deborah Henderson

Deborah L. Henderson

### DAVID R. CRAIG HARFORD COUNTY EXECUTIVE



DIRECTOR OF ADMINISTRATION



# DEBORAH L. HENDERSON DIRECTOR

#### HARFORD COUNTY GOVERNMENT

**SUBJECT:** Contractor's Pre-Qualification- Effective August 15, 2010

Ladies/Gentlemen:

Harford County Government requires General Contractor's to be prequalified for all projects with a budget in excess of \$100,000.00.

Applicant's work experience submitted in support of the requested classification must be accomplished with their own forces. As such, we require that at least three (3) references of projects in excess of \$100,000.00 for each work classification requested and completed within the past five (5) years be provided. In order to be considered responsive, the work experience **must** be listed on Harford County's form. **Failure to comply will result in the application being returned/rejected.** 

Should you have any questions regarding prequalification contact Dan Guthrie at (410) 638-3550 or djguthrie@harfordcountymd.gov

Very truly yours,

Deborah Henderson

Deborah L. Henderson Director



# General Contractor Prequalification Application

Company Name:				
Contact Person:				
Address:				
Telephone Number: Fax Number:				
E-Mail Address:				
Date:	_			
If this application is being submitted for a specific project, indicate:				
Bid Number Bid Opening Date:				

This document is available in alternative format upon request  $% \left( x\right) =\left( x\right)$ 

Preserving Harford's Past; Promoting Harford's Future

#### INFORMATION FOR PROSPECTIVE BIDDERS

Prequalification of General Contractors (hereinafter referred to as "Contractor") is based on a Contractor's record of performance and financial condition. For those projects with a budget of over \$50,000.00, Harford County Government requires all contractors to have three (3) references of projects in excess of \$100,000.00 for each work classification requested completed with their own forces within the past five (5) years. Public sector projects are preferred. All Harford County Capital Projects must be included on appropriate reference sheets. Harford County reserves the right not to award a project to a prequalified contractor where the estimated project cost exceeds by 20% or more the average of supplied references. Sub-contractors are not required to be prequalified, however General Contractors are responsible for the performance of the subcontractor. Sub contractors for private developers for the construction of pumping stations do need to be prequalified with Harford County.

A contractor desiring prequalification or change in classification must submit the application in sufficient time to permit adequate review.

- A. In order to be prequalified for a specific project, application must be filed a minimum of ten (10) business days before the **original** bid opening date.
- B. Prequalification Renewal: It is the Contractor's responsibility to request a Prequalification Application from the Department of Procurement. Contractor should submit application thirty (30) days prior to expiration date.
- C. Certification of Qualification will be valid for two (2) years.

Return completed applications to:

Department of Procurement Harford County Government 220 South Main Street Bel Air, Maryland 21014

Incomplete applications will be returned. If the answer to a particular question is "not applicable", indicate accordingly.

Should there be any changes in your application during the qualification period, (Address, officers, bonding, etc.), it is your responsibility to notify the Department of Procurement.

#### **EXPERIENCE RECORD**

A minimum of three (3) references per work classification requested, completed on the form provided by Harford County, is required. Harford County reserves the right to contact additional references as it may deem necessary and this information may be used in the evaluation of this application.

It is the responsibility of each prequalified contractor to bi-annually renew their certification. For renewal applications, contact the Department of Procurement.

Harford County Government reserves the right to establish limits of prequalification.

For further information and assistance, contact the Department of Procurement at (410) 638-3550 or in the Baltimore area 410-879-2000, extension 3550.

#### **APPLICATION FORM**

The Contractor's Experience Questionnaire is to be included with and made a part of this application.

Prequalification of Work Classifications is not a substitute for any licenses required by law.

The undersigned hereby applies to Harford County Government for qualification to perform the classes of work checked below, with the understanding that the contractor can perform the work with his/her own forces.

#### A. HIGHWAY PAVING

[ ] 1.Concrete	Construction of concrete highway pavement, including other construction incidental thereto.		
[ ] 2.Bituminous	Construction of bituminous base & surface courses, including other construction incidental thereto.		
[]B.GRADING	Grading for highway construction, site preparation, drainage channels, dams, drainage improvements & construction incidental thereto.		
[ ] C.CURB & MISC. APPURTENANCES	Construction of curb & gutter, sidewalks, steps, ramps, treewells, & low retaining walls under three feet clear face.		
D. UTILITIES	tinee reet clear race.		
[ ] 1.Sanitary Sewers	Construction of sewer pipelines in County rights-of-way & construction incidental thereto.		
[ ] 2.Water Mains	Construction of water mains in County rights-of-way & construction incidental thereto.		
[ ] 3.Storm Drains	Construction, maintenance, repairs and modifications of storm drain pipelines in County rights-of-way & construction incidental thereto.		
[ ] 4.Cleaning & Lining	Cleaning & lining of pipelines & pipe line work incidental thereto.		
[ ] 5.Tunnels	Construction of underground conduit without the continuous disturbance of the ground surface. Includes mining methods; jacking/boring or auguring method.		

#### **E. BUILDINGS**

[ ] 1.Construction	Construction of new public buildings such as offices, libraries, schools, etc.
[ ] 2.Remodeling	All work involved in remodeling existing buildings.
[ ] 3. Historic Restoration	Restoration of existing buildings such as structural strengthening, matching wood work & trim, matching hardware, etc. & construction incidental thereto as associated with historic or old structures.
[ ] 4. Electrical	Installation of new electrical work within new buildings & on-site work. Removal & installation of electrical work in buildings & on-site work. Includes pumping stations & treatment plants, electrical specialties. (Does not include traffic control work or street lights.)
[ ] 5.Mechanical	Installation or remodeling of plumbing, heating, ventilation & air conditioning systems associated with building, pumping stations & treatment plant construction & remodeling. (Does not include sprinkler system.)
[ ] 6. Roofing	Construction or repair of roofs, (all types). Includes incidental work such as flashing, gutter work, down spouts, etc.
[ ] 7. Demolition	Razing & disposal of buildings & work incidental thereto.
[ ] 8. Pre-Engineered	Design build including pole buildings and pavilions.
[ ] 9. Reinforced Concrete For Pumping Stations	Work includes the excavation, placement of forms, placement and connection of steel reinforcement and placement of fresh concrete for reinforced concrete structures and foundation and work incidental thereof.
F. PAINTING	
[ ] 1. Interior	Caulking, cleaning, priming, surface preparation & application of finish coats to the interiors of buildings, including all methods & procedures.

[ ] 2. Exterior	Caulking, cleaning, priming, surface preparation & application of finish coats to the exteriors of buildings, including all methods & procedures.
[ ] 3. Structures	Cleaning, priming & application of finish coats to bridges & elevated water tanks, including all methods & procedures.
G. LANDSCAPING	
[ ] 1. Roadside	Landscaping roadside, including seeding, mulching, sodding & ground cover planting.
[ ] 2. Site	Landscaping site, including planting of trees, shrubs & all ground covers on various types of sites.
[ ] H. FENCING	Construction or repair of chain-link or fabric fence & items incidental thereto.
I. PARKS	
[ ] 1. Recreational	Construction or rebuilding of playfields, tennis courts, and trails and work incidental thereto. (Does not include buildings, bulkheads, utilities, mechanical or electrical construction.)
[ ] 2. Roadways & Parking Lots	Construction of roadways & parking lots for light traffic, normally on park property.
J. STRUCTURES	
[ ] 1. Bridges	Construction or rehabilitation of highway, railroad & pedestrian bridges & work incidental thereto.
[ ] 2. Culverts	Construction, maintenance, repairs and construction incidental thereto of pipe culverts & box culverts.

[ ] 3. Structural Plate Arches	Construction of structural plate arches & work incidental thereto.		
[ ] 4. Retaining Walls (Over 3 ft)	Construction of retaining walls over 3-ft clear face, including those of reinforced concrete, masonry, timber, etc.		
[ ] K. DRAINAGE CHANNELS	Grading & permanent lining with durable materials of concrete, bituminous, riprap & gabions.		
[ ] L. ELEVATED WATER STORAGE TANKS	Construction of elevated water storage tanks, site work and other construction incidental thereto.		
[ ] M. PUMPING STATIONS & TREATMENT PLANTS	Construction or remodeling of water & sewer pumping stations & treatment plants & other construction incidental thereto.		
N. MARINE CONSTRUC- TION OR SALVAGING			
[ ] 1. Pile Driving and Excavation	Construction, repair and demolition of piers and wharfs, bulkheads & jetties and work incidental thereto. (Does not include derelict boat salvage)		
[ ] 2. Dredging	Dredging by Hydraulic and or mechanical methods.		
O. ENVIRONMENTAL REMEDIATION			
[ ] 1. Afforestation	Establish forest cover over vacant land.		
[ ] 2. Reforestation	Renew forest cover over existing growth		
[ ] 3. Wetlands Mitigation	Restoration or creation of wetlands on an in- kind or ratio basis.		
[ ] 4. Landfill Remediation	Completion of landfill closure and remediation projects.		

# P-1 – UTILITY LOCATING/TEST PITTING OTHER – MANHOLE REHABILITATION

[]OWNER	[ ]PARTNER	[ ]OFFICER OFCORPORATION
	FIRM NAM	E
DATE:	20	

#### **CONTRACTOR'S QUALIFICATION QUESTIONNAIRE**

#### **IMPORTANT**

This questionnaire is intended as a basis for establishing the qualifications of Contractors desiring to perform work for Harford County.

Certification of Qualification will be valid for two years.

1	_	<b>GEI</b>	NER	<b>AL</b>

Legal Title
NameStreet Address
Resident Agent
NameStreet Address
Check One:CorporationCo-PartnershipIndividual
If a Corporation, state:
Capital paid in cash: \$ Date of Incorporation
State in which incorporated
Name and Title of Principal Officers Date of Assuming Position

Date of Organization
Nature of Partnership (General, Limited or Association)
Names and Addresses of Partners
If Individual, state:
Full Name and Address of Owner
Has any member of your organization failed to complete a project for which they are responsible?
Yes No If yes, attach a separate sheet providing details.
Has your organization ever been party to any criminal or civil litigation as a result of construction methods, costs, etc?
Yes No If yes, attach a separate sheet providing details.
Debarment Status By submitting an application, the applicant certifies that neither it nor any affiliated entity is currently debarred from submitting bids or has otherwise agreed not to submit bids on contracts with any government entity. If the applicant experiences a material change in its debarment status after the Prequalification Application is submitted and prior to the award of a contract, the applicant shall notify the County of this change in writing at the time this change occurs. If at any time, the organization is issued a debarment judgment, then this will be considered grounds for automatic disqualification.

If Co-Partnership, state:

E.

		permane		rarily from bi		ended or det tracting for F	
		Yes If yes, att		o te sheet prov	iding details.		
			•	nsion or deba ion/individual	•	edings prese	ently pending
		Yes If yes, att		o te sheet prov	iding details.		
	J.	approxim				anization, givi so state.) (Us	
		Equipment	Present Value	Financed	Leased	Owned	Model Year
2.		IANCIAL (Fi o be attache		es <u>must</u> be f	illed in. Fina	ancial Staten	nents may
	A.			ruction equip	-	ned by your o	organization:
	B.			sets of your o		including equ	ipment value
	C.	Give valu	ie of total liab	ilities of your	organization:	\$	

D. Give total contract value of work accomplished by your organization each of the last three (3) years?				
	\$20			
	\$20			
	\$20			
E.	Give contract value of work presently being accomplished by, or pending award to your organization:  Contract Value: \$			
F.	Give value of any judgments or liens outstanding against your organization:			
G.	Has any Bonding Company refused to write you a bond on any construction work?  Yes No If yes, please explain			
H.	Give total value of all contract work for which you could obtain Bond:  \$			
NOTE	Bonding Company must have a Certificate of Authority as acceptable Sureties as published annually in Federal Register, Department of the Treasury, Fiscal Service, Department Circular 570 or State of Maryland Insurance Administration, Directory of Maryland Insurers.			
I.	Name and address of Bond/Surety Company that will give performance bond for 100% of the bid:			
	Bonding Co.:			
	Address:			
	City, State, Zip:			
	Phone No.:			
	Agent for Bonding Co.:			
	Address:			
	City, State, Zip:			
	Phone No.:			

#### 3. EXPERIENCE

A.	Indicate type of contracting undertaken by your organization and years experience:						
	GeneralYears	SubcontractorYears					
	Type						
	Type	Years					
	Type	Years					
		Years					

#### MINORITY BUSINESS ENTERPRISES

To identify Minority Business enterprises, please check one of the following blocks. Applicants should check only one block. **No checks are an indication that your firm claims NO minority statue.** 

A minority Business Enterprise means a business at least 51% of which is owned by minority group members, or in the case of publicly owned businesses, at least 51% of the stock in which is owned by minority group members. For the purpose of this definition, "MINORITY GROUP MEMBERS" are Black, Female, Hispanics, American Indian and Asian Americans.

[]	BLACK	Of African descent, as well as those identified as Jamaican, Trinidian and West Indian				
[]	FEMALE	Female (for women exclusively, regardless of race or ethnicity.)				
[]	HISPANIC	Of Mexican, Puerto Rican, Cuban, Latin American, Portuguese or Spanish descent				
[]	AMERICAN	Persons who identify themselves or are known as INDIAN such by virtue of tribal association				
[]	ASIAN/ AMERICAN	A person having documented origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands				

NOTE: If so, provide as attachments any governmental Certifications thereof.

#### **CONSTRUCTION EXPERIENCE**

State construction experience of principal members of your organization (including Field Supervisors):

Nam	e	Title	Construction Experience	Type of Work (Water Mains, Sewers, Roads, etc)	In What Capacity (Foremen, Supervisor, etc.)
A.	Give any spec	cial qualifications of fi	rm members (Regis	tered Engineer, Surveyor, etc)	
B.	If General Co	ntractor, list some Su	b-contractors in vari	ous fields who have worked unde	r you:

C.	1.	Money value of largest public project accomplished by your organization:
	2.	Maximum value of public works in last five (5) years:
D.	ls yo	ur organization licensed in the State of Maryland for the current year?YesNo
	If yes	s, please give number of license and date of issuance
		ractors must have current Maryland License and be registered with the Maryland Department of Assessment and Taxation prior e issuance of bid award.

#### THE PREVIOUS STATEMENTS ARE CERTIFIED TO BE TRUE AND ACCURATE

Dated this	day of		, 20	
		Ву_		
		(F	Print Name and Title)	
		<u>(</u> 1)	Name of Organization)	)
State of				
County of				
				Being duly
sworn, states that he/sh	ne is			
-1		(Officer)		a in al 4la a 4 a in a a in
ofto the foregoing questio				
SWORN BEFORE ME	THIS	_DAY OF		, 20
			Notary Public	<del></del>
My commission expires				

# PRINCIPAL PUBLIC PROJECTS COMPLETED BY YOUR ORGANIZATION IN THE PAST FIVE (5) YEARS

# MUST INCLUDE THREE (3) PROJECTS FOR EACH AREA OF REQUESTED CLASSIFICATION

\*\*HARFORD COUNTY FORMS MUST BE USED FOR APPLICATION\*\*

TO BE CONSIDERED RESPONSIVE

### \*\*<u>ALL INFORMATION MUST BE COMPLETED ON HARFORD COUNTY FORMS \*\*</u> \*\*FOR THE APPLICATION TO BE CONSIDERED RESPONSIVE\*\*

### A. HIGHWAY PAVING 1. CONCRETE

Construction of concrete highway pavement, including other construction incidental thereto.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
			, ,		* PROVIDE EMAIL ADDRESS

# \*\*ALL INFORMATION MUST BE COMPLETED ON HARFORD COUNTY FORMS \*\* \*\*FOR THE APPLICATION TO BE CONSIDERED RESPONSIVE\*\*

#### A. HIGHWAY PAVING 2. BITUMINOUS

Construction of bituminous base & surface courses, including other construction incidental thereto.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
			,		*PROVIDE EMAIL ADDRESS

# \*\*ALL INFORMATION MUST BE COMPLETED ON HARFORD COUNTY FORMS \*\* \*\*FOR THE APPLICATION TO BE CONSIDERED RESPONSIVE\*\*

#### **B. GRADING**

Grading for highway construction, site preparation, drainage channels, dams, drainage improvements & construction incidental thereto.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
			φ100,000.00)		*PROVIDE EMAIL ADDRESS

# \*\*ALL INFORMATION MUST BE COMPLETED ON HARFORD COUNTY FORMS \*\* \*\*FOR THE APPLICATION TO BE CONSIDERED RESPONSIVE\*\*

#### C. CURB & MISCELLANEOUS APPURTENANCES

Construction of curb & gutter, sidewalks, steps, ramps, treewells & low retaining walls less than three feet clear face.

Name & Location	Type of Work	Subcontractor	Your Contract	Date	<b>Company Name, Address</b>
Of Project	Performed	or General	Amount	Completed	and Telephone Number
	(Brief Description)		(Must be at least \$100,000.00)		of a person to be contacted
					*PROVIDE EMAIL ADDRESS

# \*\*ALL INFORMATION MUST BE COMPLETED ON HARFORD COUNTY FORMS\*\* \*\*FOR THE APPLICATION TO BE CONSIDERED RESPONSIVE\*\*

### D. UTILITIES 1. SANITARY SEWERS

Construction of sewer pipelines in County right-of-way & construction incidental thereto.

NOTE: PERTINENT INFORMATION REQUIRED FOR THIS CLASSIFICATION SIZE & LINEAR FEET OF UTILITY INSTALLED,

NUMBER OF MANHOLES, AND IF THERE WAS A TIE-IN TO EXISTING SEWER

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
			,		*PROVIDE EMAIL ADDRESS
		E	KAMPLE		
Frogtown Sewer Frogtown, MD	1,800 L.F. of 8" PVC 10-4' diameter manholes 1 tie-in	General	\$145,000.00	3/00	Doe & Associates 123 Main Street Bel Air, MD 21014 410-555-1234 Mr. Joe Due

### \*\*<u>ALL INFORMATION MUST BE COMPLETED ON HARFORD COUNTY FORMS \*\*</u> \*\*FOR THE APPLICATION TO BE CONSIDERED RESPONSIVE\*\*

D. UTILITIES
2. WATER MAINS

Construction of water mains in County rights-of-way & construction incidental thereto.

NOTE: PERTINENT INFORMATION REQUIRED FOR THIS CLASSIFICATION SIZE & LINEAR FEET OF WATER MAIN INSTALLED,
NUMBER OF VALVES & FIRE HYDRANTS AND IF THERE WAS A TIE-IN TO EXISTING WATER

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
					*PROVIDE EMAIL ADDRESS
		EXA	MPLE		
Route 40 Feeder Stepney, MD	2,000 L.F. of 16" dip 4 Ea. Fire Hydrants 2-16" Gate Valves	General	\$154,000.00	3/01	Doe & Associates 123 Main Street Bel Air, MD 21014 410-555-1234 Mr. Joe Doe

#### PRINCIPAL PUBLIC PROJECTS COMPLETED BY YOUR ORGANIZATION IN THE LAST FIVE (5) YEARS

#### MUST INCLUDE THREE (3) PROJECTS FOR EACH AREA OF REQUESTED CLASSIFICATION

### \*\*<u>ALL INFORMATION MUST BE COMPLETED ON HARFORD COUNTY FORMS \*\*</u> \*\*FOR THE APPLICATION TO BE CONSIDERED RESPONSIVE\*\*

D. UTILITIES
3. STORM DRAINS

Construction, maintenance, repairs and modifications of storm drain pipelines in County right-of-way & construction incidental thereto.

NOTE: PERTINENT INFORMATION REQUIRED FOR THIS CLASSIFICATION SIZE & LINEAR FEET OF STORM DRAIN INSTALLED AND ANY MISCELLANEOUS STRUCTURES

Name & Location	Type of Work	Subcontractor	Your Contract	Date	Company Name, Address
Of Project	Performed	or General	Amount	Completed	and Telephone Number
	(Brief Description)		(Must be at least		of a person to be contacted
			\$100,000.00)		
					*PROVIDE EMAIL ADDRESS

# \*\*ALL INFORMATION MUST BE COMPLETED ON HARFORD COUNTY FORMS\*\* \*\*FOR THE APPLICATION TO BE CONSIDERED RESPONSIVE\*\*

### D. UTILITIES 4. CLEANING & LINING

Cleaning & lining of pipelines & pipe line work incidental thereto.

Name & Location	Type of Work	Subcontractor	Your Contract	Date	Company Name, Address
Of Project	Performed	or General	Amount	Completed	and Telephone Number
	(Brief Description)		(Must be at least		of a person to be contacted
			\$100,000.00)		
					*PROVIDE EMAIL ADDRESS

### \*\*<u>ALL INFORMATION MUST BE COMPLETED ON HARFORD COUNTY FORMS \*\*</u> \*\*FOR THE APPLICATION TO BE CONSIDERED RESPONSIVE\*\*

D. UTILITIES 5. TUNNELS

Construction of underground conduit without the continuous disturbance of the ground surface. Includes mining methods; ; jacking/boring or auguring method.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
			,		*PROVIDE EMAIL ADDRESS

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E. BUILDINGS
1. CONSTRUCTION

Construction of new public buildings such as offices, libraries, schools, etc...

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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### E. BUILDINGS 2. REMODELING

All work involved in remodeling existing buildings.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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### E. BUILDINGS 3. HISTORIC RESTORATION

Restoration of existing buildings such as structural strengthening, matching wood work & trim, matching hardware, etc... & construction incidental thereto as associated with historic or old structures.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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#### E. BUILDINGS 4. ELECTRICAL

Installation of new electrical work within new buildings & on-site work. Removal and installation of electrical work in buildings & on-site work. Includes pumping stations & treatment plants, electrical specialties.

(Does not include traffic control work or street lights.)

Name & Location	Type of Work	Subcontractor	Your Contract	Date	Company Name, Address
Of Project	Performed	or General	Amount	Completed	and Telephone Number
-	(Brief Description)		(Must be at least	-	of a person to be contacted
	-		\$100,000.00)		-
			•		*PROVIDE EMAIL ADDRESS

#### MUST INCLUDE THREE (3) PROJECTS FOR EACH AREA OF REQUESTED CLASSIFICATION

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E. BUILDINGS 5. MECHANICAL

Installation or remodeling of plumbing, heating, ventilation & air conditioning systems associated with building, pumping stations & treatment plant construction and remodeling.

(Does not include sprinkler system.)

Name & Location	Type of Work	Subcontractor	Your Contract	Date	Company Name, Address
Of Project	Performed	or General	Amount	Completed	and Telephone Number
-	(Brief Description)		(Must be at least	-	of a person to be contacted
	-		\$100,000.00)		<del>-</del>
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E. BUILDINGS 6. ROOFING

Construction or repair of roofs, (all types). Includes incidental work such as flashing, gutter work, downspouts etc...

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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E. BUILDINGS 7. DEMOLITION

Razing & disposal of buildings & work incidental thereto.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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#### E. BUILDINGS 8. PRE-ENGINEERED BUILDINGS

Design build including pole buildings and pavilions.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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### E. BUILDINGS 9. REINFORCED CONCRETE FOR PUMPING STATIONS

Design build including pole buildings and pavilions.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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F. PAINTING

1. INTERIOR

Caulking, cleaning, priming, surface preparation and application of finish coats to the interiors of buildings, including all methods and procedures.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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F. PAINTING 2. EXTERIOR

Caulking, cleaning, priming, surface preparation and application of finish coats to the exteriors of buildings, including all methods and procedures.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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### F. PAINTING 3. STRUCTURES

Cleaning, priming, and application of finish coats to bridges and elevated water tanks, including all methods and procedures.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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#### G. LANDSCAPING 1. ROADSIDE

Landscaping roadside, including seeding, mulching, sodding and ground cover planting and other incidentals thereto.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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#### G. LANDSCAPING 2. SITE

Landscaping site, including planting of trees, shrubs and all ground covers on various types of sites.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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#### H. FENCING

Construction or repair of chain link or fabric fence and items incidental thereto.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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### I. PARKS 1. RECREATIONAL

Construction or rebuilding of playfields, tennis courts, trails and work incidental thereto. (Does not include any buildings, bulkheads, utilities, mechanical or electrical construction.)

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	<u>Your</u> Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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### I. PARKS 2. ROADWAYS AND PARKING LOTS

Construction of roadways and parking areas for light traffic, normally on park property.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	<u>Your</u> Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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### J. STRUCTURES 1. BRIDGES

Construction or rehabilitation of highway, railroad and pedestrian bridges and work incidental thereto.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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### J. STRUCTURES 2. CULVERTS

Construction, maintenance and repairs of pipe culverts and box culverts and construction incidental thereto.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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### J. STRUCTURES 3. STRUCTURAL PLATE ARCHES

Construction of structural plate arches and work incidental thereto.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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J. STRUCTURES
4. RETAINING WALLS
(OVER 3-FOOT)

Construction of retaining walls over 3-ft. clear face, including those of reinforced concrete, masonry, timber, etc...

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	<u>Your</u> Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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#### K. DRAINAGE CHANNELS

Grading and permanent lining with durable materials of concrete, bituminous, riprap and gabions.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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#### L. ELEVATED WATER STORAGE TANKS

Construction of elevated water storage tanks, site work and other construction incidental thereto.

NOTE: INCLUDE TANK STYLE AND SIZE

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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#### MUST INCLUDE THREE (3) PROJECTS FOR EACH AREA OF REQUESTED CLASSIFICATION

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#### M. PUMPING STATIONS AND TREATMENT PLANTS

Construction or remodeling of water and sewer pumping stations and treatment plants and other construction incidental thereto.

NOTE: PERTINENT INFORMATION REQUIRED FOR THIS CLASSIFICATION SIZE OF STATION IN MGD, NEW STATION OR

UPGRADE TO EXISTING STATION

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
			•		*PROVIDE EMAIL ADDRESS
		E	XAMPLE		
Bush Creek Sewage Pumping Station Long Bar Harbor, MD	Upgrade existing 15MGI sewage pumping station to 28 MGD. Installed 3 pumps & 3 300 HP moto & emergency generator	1	\$3,000,000.00	3/99	Joe Doe & Associates 123 Main Street Bel Air, MD 21014 419-555-1234

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N. MARINE CONSTRUCTION OR SALVAGING
1. Pile Driving and Excavation

Construction, repair and demolition of piers and wharfs; bulkheads and jetties; and work incidental thereto. (Does not include derelict boat salvage.)

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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MUST INCLUDE THREE (3) PROJECTS FOR EACH AREA OF REQUESTED CLASSIFICATION

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N. MARINE CONSTRUCTION OR SALVAGING
2. Hydraulic or Mechanical Dredging

**Dredging by Hydraulic and/or Mechanical Methods** 

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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### O. ENVIRONMENTAL REMEDIATION 1. AFFORESTATION

Establish forest cover over vacant land.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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### O. ENVIRONMENTAL REMEDIATION 2. REFORESTATION

Renew forest cover over existing growth.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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### O. ENVIRONMENTAL REMEDIATION 3. WETLANDS MITIGATION

Restoration or creation of wetlands on an in-kind or ratio basis.

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	<u>Your</u> Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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### O. ENVIRONMENTAL REMEDIATION 4. LANDFILL REMEDIATION

(Gas Remedial System)

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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#### P-1 - UTILITY LOCATING/TEST PITTING

Гуре of Work Performed Brief Description)	Subcontractor or General	Your Contract Amount	Date Completed	Company Name, Address Telephone Number & Email of a person to be contacted
	Performed	Performed or General	Performed or General Amount	Performed or General Amount Completed

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### Other MANHOLE REHABILITATION

Name & Location Of Project	Type of Work Performed (Brief Description)	Subcontractor or General	Your Contract Amount (Must be at least \$100,000.00)	Date Completed	Company Name, Address and Telephone Number of a person to be contacted
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